

Destroy when 2 years old. (N1-NU-89-4)

b. All other requests.

Destroy when 3 months old. **(GRS 14.1)**

6. Anonymous Letters, Letters of Complaint or Criticism, or Letters Containing Suggestions. Include replies on which no investigation is made or administrative action taken.

Destroy when 3 months old. (N1-NU-89-4)

7. Approval (Authorizations) for Informational (Press or Other) Releases and for the Release of Naval Films, Exhibits, or Other Materials for Public Viewing.

Destroy when 1 year old. (N1-NU-89-4)

8. Research Reference Files. Press clippings, newspapers, and other materials accumulated for reference articles, stories, etc., pertaining to or of interest to the Navy and Marine Corps.

Destroy when purpose is served. (N1-NU-89-4)

9. Freedom of Information Act Records (FOIA)

a. Files of the Offices of SECNAV, CNO, CMC and other components of the Executive Part of the DON. Files documenting the primary mission responsibilities for the development, establishment, and accomplishment of administrative and management plans, policies, and procedures for implementing the Freedom of Information Act (FOIA) program.

PERMANENT. Place in inactive file when policy is superseded. Retire to WNRC when no longer required for reference. Transfer to NARA 10 years after retirement. (N1-NU-89-4)

b. FOIA Request Files. Files created in response to requests for information under the FOIA consisting of the original request, a copy of the reply, and all related supporting files which may include official file copy or copy of requested record.

(1) Correspondence and supporting documents.  
(Exclude the official file copy of the requested records covered in SSIC 5720.9b(2)).

(a) Granting access to all the requested records.

Destroy 2 years after date of reply. **(GRS 14.11a(1))**

(b) Responding to requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

1. Request not appealed.

Destroy 2 years after date of reply. **(GRS 14.11a(2)(a))**

2. Request appealed.

**Apply appropriate section of SSIC 5720.9c. (GRS 14.11a(2)(b))**

(c) Denying access to all or part of the records requested.

1. Request not appealed.

Destroy 6 years after date of reply. **(GRS 14.11a(3)(a))**

2. Request appealed.

Apply SSIC 5720.9c. **(GRS 14.11a(3)(b))**

(2) Official file copy of requested records.

Dispose of in accordance with approved agency disposition instruction for the related records or with the related FOIA request, whichever is later. **(GRS 14.11b)**

c. FOIA Appeals Files. Files created in responding to administrative appeals under the FOIA for release of information denied by the DON, consisting of the appellant's letter, a copy of the reply, and related supporting documents, which may include the official file copy or copy of records under appeal.

(1) Correspondence and supporting documents.  
(Exclude the official file copy of the records under appeal if filed herein.)

Destroy 6 years after final determination by **DON, 6 years after the time at which a requester could file suit**, or 3 years after final adjudication by courts, whichever is later. **(GRS 14.12a)**

(2) Official file copy of records under appeal.

Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA requests, whichever is later. **(GRS 14.12b)**

d. FOIA Act Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor.

(1) Register or listing.

Destroy 6 years after date of last entry. **(GRS 14.13a)**

(2) Other files.

Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later. **(GRS 14.13b)**

e. FOIA Reports Files. Recurring reports and one-time information requirements relating to DON implementation of the FOIA, including annual reports to the Congress **at the DON level**.

(1) Annual reports at DON level.

PERMANENT. Transfer to NARA when 15 years old. (N1-NU-89-4)

(2) Other reports.

Destroy when 2 years. **(GRS 14.14)**

f. FOIA Administrative Files. Records relating to the general implementation of the FOIA, including notices, memoranda, routine correspondence, and related records. (Exclude policy files, which are covered in SSIC 5720.1a.)

Destroy when 2 years. **(GRS 14.15)**